

Berks Catholic High School

955 E. Wyomissing Blvd., Reading, PA 19611

610-374-8361

STANDARD SCHOOL ABSENCE FORM

Student: _____ Grade: _____

To: Main Office

Fr: _____
(Parent/Guardian Signature)

Date: _____

Please Check:

_____ is late on _____ because _____
Date

_____ was absent on _____ due to _____
Date(s)

_____ needs to be dismissed at _____ AM/PM on _____

for _____

_____ will be absent the following day(s) _____

for _____

ABSENTEE POLICY

Keeping accurate written attendance records on students is a State mandate. Please PRINT all material and complete ALL NECESSARY information on the form.

The following procedure is to be followed when your child is absent from school:

Daily Notification: When a student is ill, it is necessary that the parent/guardian **notify the school attendance line (ext. 400)** by 9:00 AM. Communication with the parents is specifically intended for the child's protection.

Written Excuses: The Standard School Absence Form is to be given to the Main Office within 3 days upon returning from an absence. Additional forms are available in the Main Office.

Doctor's Note: Students who are absent for 3 or more days must have a doctor's excuse. A doctor's excuse must also accompany the absentee note in the following situations, regardless if the student is absent only one day or more than one day:

Communicable Diseases – Measles, Whooping Cough, Strep Throat, Impetigo, Pink Eye, Ring Worm, Scabies and Mononucleosis.

Early Dismissals: Permission for early dismissals should be requested only in a case of emergency. All appointments with doctors, dentists, etc. should be made for times other than school hours when possible. A student requesting to leave early must submit the Standard School Absence Form to the Main Office **before** homeroom, the student will be given a pass to leave class at the designated time. At the designated time, the student will report to the Main Office and sign out. A note from the doctor, dentist, etc. must be submitted to the Main Office the next morning verifying the appointment. Students who will be out of school for a planned absence must submit the Standard School Absence Form 24 hours before the scheduled absence.